

Serving  
Monroe County

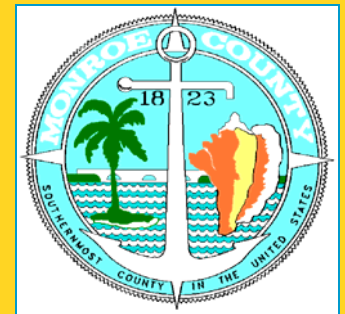
*The Grants Acquisition Office knows what "sells" an idea to a funding source and is prepared to share that knowledge with County Departments and community organizations throughout Monroe County. Grants Acquisition provides technical assistance with competitive, formula, and renewing grant applications.*

Our Mission:  
"To improve the quality of life  
for the citizens of  
Monroe County  
by serving as a catalyst for  
development."



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The  
Monroe County  
Grants  
Acquisition  
Office



# The Monroe County Grants Acquisition Office

## What are the Ways that The Grants Acquisition Office Can Help You?

The Grants Acquisition Office is able to work quickly and efficiently to expedite your application process.

A professional writing consultant will work along-side you to deliver quality service to your grant staff.

This assistance takes many forms, including:

- Providing Research Assistance
- Identifying Funding Opportunities
  - Federal, State & Local Government
  - Private Foundations
  - Corporate Giving
- Making Initial Contact With Funding Source
- Obtaining Application Kits and Forms
- Aiding With Proposal Preparation
  - Organizational Meetings
  - Technical Assistance
  - Team Building/Collaboration Efforts
  - Statistical Information
  - Application Review and Editing
  - Project and Program Timeline Development
  - Packaging
- Organizing & Managing the Application Process
- Conducting Grantsmanship Training and Workshops

Let Grants Acquisition participate  
as an extension of your staff  
during your next grant project.

## What are the Grants Acquisition Expectations?

In order to expedite your funding search,  
certain things are needed from you.

- Your Mission Statement, Goals & Objectives
- Information regarding how grant funds will fit into an overall Strategic Plan
- Information regarding previous grant activity
- A prioritized list of specific & un-met funding needs



When the application process has begun, additional  
help from you will be requested.  
You will be asked to provide:

- A contact person from your division assigned to the application submission
- Staff support and cooperation
- Official authorization to apply
- A project budget, including information about matching funds

## What is Grants Acquisition Unable To Do?

As much as we would like to be able to just  
"hand you a check", that is not possible.  
There are things that the Monroe County Grants  
Administration Office

CANNOT DO.

- Be an expert in *your* field
- Develop your project plan or budget
- Assist with any grant application to be submitted to Monroe County for possible funding
- Acquire the authorization to apply from your governing body
- Lobby for your project
- Provide direct funding for your project
- Services are intended strictly for governmental, community and non-profit organizations operating in Monroe County. We **DO NOT** help individuals obtain money for business, education or personal purposes.

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